



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007

PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610

Website: www.rbu.ac.in e-mail: registrar@rbu.ac.in fax: (033) 2556-8079

Ref. No Pur/TN/013/2022

Date: 10.05.2022

Notice Inviting Tenders

Sealed quotations are invited from the reputed Companies/ Suppliers for supplying of following Stationary Goods for **Center For Distance Online Education** (Salt Lake Campus) of Rabindra Bharati University within 18.05.2022 (3 pm) at purchase section (E.B.Campus). Only reputed Companies/ Suppliers are authorized to supply of said items shall be allowed to participate in the tender process (**No intermediate General Suppliers will be allowed to participate in the Tender process**).

Sl.No	Description/Specification of items	Qty	Rate: (Incl.GST)	Amount : (Incl.GST)
01.	A4 Paper(JK Easy Copier) 70 GSM,500sheets in single Ream	10 Box		
02.	Black Pen (Fort)	20 Box		
03.	Blue Pen (Fort)	20 Box		
04.	Red Pen (Fort)	20 Box		
05.	Sketch Pen (Black)	10 Box		
06.	Cloth Duster (Good Quality)	20 Pcs		
07.	Scissor K-805	10 Pcs		
08.	James Clip 26 mm (Tringular Clip)	20 Box		
09.	Fevistick 22 GM	10 Pcs		
10	Cover File (Medium)	100 Pcs		
11	Flat File (With Tag)	50 PCS		
12	Computer Tab File	20 Pcs		
13	Binder Clip 32 mm 19 mm	05 Box		
14	Binder Clip 19 mm	05 Box		
15	Cello Tape 2"	01 Box		
16	Cello Tape Big ½ "	01 Box		
17	Rubber Band Big	01 Kg		
18	Rubber Band Small	01 Kg		
19	Stamp Pad Blue Fever Castel	10 Pcs		
20	Stepler No-10	05 Pcs		
21	Sutali	01 Kg		

Note: Bidders are advised to check the samples of above mentioned items from the ExamDept of Rabindra Bharati University (E.B. Campus) before submitting quotation, failing which quotations (submitted without checking of samples) shall be rejected.

Terms and Conditions

1. Relevant documents/Credentials like, valid Trade License, GSTN certificate, PAN, must be submitted along with the sealed Tenders, failing which quotations shall be summarily rejected
2. The goods shall be of the best materials.
3. Prices should be quoted in above format in specified place; otherwise it is liable to be cancelled.
4. Parties are requested to mention on the sealed envelope: "**Quotation for Stationary Goods**"
5. Incomplete quotation shall be summarily rejected.
6. Price should be quoted in Indian rupee inclusive GST, delivery and installation charges.
7. Subcontracting in any form will not be entertained by the University.
8. All the dispute arising out of the order shall be subject to the jurisdiction of Kolkata only.
9. For any further details / inspection / query, please contact at purchase department of the University.
10. Last date of submission of quotations within 18.05.2022(3pm)
11. University reserves the right to cancel this tender at any point of time without assigning any reason.
12. Only authorized venders having their registered sales and service office in Kolkata should participate in this tender.

Registrar